



**SAD**

**Construction**

**Safety Success**

**Program Manual**

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## **GOALS and OBJECTIVES**

1. Actively share ideas and successes.
2. Promote teamwork with contractors to improve construction safety.
3. Promote safety performance and training.
4. Recognize Safety Success.
5. Zero Accidents

# SECTION 1

## PROGRAM DESCRIPTION

The ideals of the SAFETY SUCCESS Program are to recognize the superior safety efforts being made in this Division, and to continue to build upon the Regionalization and the Partnering spirit to improve safety trends. SAFETY SUCCESS in its purest definition means to honor or observe in some special way those Team Members who, through their actions and accomplishments, provided freedom from dangers or hazards in the work place.

The program revolves around raising the awareness of Safety at all levels and involvement, which is comprised of government and contractor personnel. This program promotes sharing of successes between districts and promotes a Safety Recognition System to recognize outstanding efforts and initiatives being made on our project sites throughout our area of operations.

Each district should develop their own (or even combine) safety programs which will encompass the overall goals and objectives and recognize safety successes. Each district program should have the basics as outlined below:

1. Quarterly or bi-annual review and recognition of contractor safety performance
2. Quarterly or bi-annual review of contractor accidents by construction management staff and dissemination of that review to all construction elements.
3. Recognition and reward the superior safety efforts of government staff.
4. Recognition of the superior safety efforts of contractors.
5. Yearly construction safety emphasis event to recognize the superior safety efforts of Government and Contractor personnel.

It is extremely important that the efforts being made to provide a safe working environment at the project site, and our responsible Team Members are being recognized.

This program also encourages teams to conduct reviews between the various offices and even districts. These teams provide an avenue by which the various field offices can exchange information concerning project safety. These exchanges increase Safety awareness and provide a vehicle in which ideas can be shared.

The SAFETY SUCCESS Program will continue to grow and prosper through new ideas submitted by you.

## **SECTION 2**

### **SAFETY REVIEW BOARD**

1. The purpose of this section is to define the guidelines for the Safety Review Board (SRB). The Safety Review Board is established as the action committee and is dedicated to keeping the momentum of the SAFETY SUCCESS Program going. Its purpose is to keep new initiatives working, to develop new ideas and programs, sharing these ideas and to improve the Safety Program in our area of operations.

#### **2. RESPONSIBILITIES:**

a. District Chiefs of Construction will provide support for the SRB by allowing District Team Members to participate on the SRB.

b. Safety Review Board will:

(1) Provide continued momentum for SAFETY SUCCESS Program and a vision for future safety initiatives.

(2) Choose yearly Safety Award winners from those nominated in each category.

(3) Publish and disseminate Safety Information through the Division Lessons Learned systems and update the Division Safety Success website as needed.

#### **3. PROCEDURES:**

a. Organization

(1) Each District will appoint one (1) team member and SAD will appoint one (1) team member that will also serve as the board chairman.

(2) One contractor from the previous year's division winners will be invited to be a member of the SRB.

(3) The SRB will meet on an annual basis in October/November of each year for determination of annual division Safety Success Awards. The Chairman will reserve the right to call additional meetings as required.

b. Award Selection

(1) All SRB Members will vote on annual winners and may select their own.

(2) The Chairman and the SRB will thoroughly review each nomination to ensure that each meets the minimum requirements. Decisions will be based on the rankings of the SRB.

- (3) After selection of the Division Yearly Award winners, arrangements will be made to assure that the certificates and any other means of recognition are coordinated by the winning district for special presentation.

## **SECTION 3**

### **SAFETY AWARDS PROGRAM**

1. It is the policy of SAFETY SUCCESS to recognize the safe performance of contract work by creating a Team atmosphere and by emphasizing the positive achievements of our contractors in the area of Safety Management.

#### **2. RESPONSIBILITIES:**

- a. Each District will be responsible for submitting nomination(s) for Division awards for each appropriate category.
- b. Each district will only be allowed one submission for each category.
- c. The SRB will be responsible for choosing the Annual Award winners in each category.
- d. The SRB will be responsible for standardizing on a nomination form/submission justification/criteria that must be used.

#### **3. PROCEDURES:**

- a. Construction Contractor Award Submissions
  - (1) There are six Categories for nominations: CIVIL < \$5 MIL, CIVIL > \$5 MIL, MILITARY < \$10 MIL, MILITARY > \$10 MIL but less than \$50MIL, MILITARY > \$50MIL and DREDGING.
  - (2) To be eligible, the nominated contractor must have:
    - Actual construction complete date entered into RMS (accepted by the COE, LD's no longer apply) during that FY.
    - It must have been a District winner (at any level).
    - Must use a Nomination Form similar to the one shown in Appendix A.
- b. Submission for Michael L. Wilkerson Memorial, Construction Safety Manager Award
  - (1) This award is to recognize Safety Excellence in the Construction Safety Manager of the year.
  - (2) Must use a Construction Safety Manager Nomination Form similar to the one shown in Appendix A

c. Selection of Annual Award Winners

- (1) To be considered for an award, nominations should be made to the Chairman NLT 30 November for the previous FY.
- (2) SRB will review nominations and select winners in each category.
- (3) Selections will be based on the criteria contained in the Submission Justification as specified in Nomination Forms as shown in Appendix A.
- (4) Each member of the SRB will independently review all nominations in each category and assign a ranking of all the nominations in each category, 1, 2, 3 etc. (1 being the best or highest ranking) in each category and send their results to the chairman.
- (5) Chairman will add all rankings in each category together. The lowest total in each category will be deemed the winner.
- (6) In the event of a tie, the Chairman will select the winner in that category.
- (7) Division Engineer and/or his representative will sign certificates (similar to sample shown in Appendix B) for each of the categories.
- (8) After selection of the Division Yearly Award winners, arrangements will be made to have Division Engineer meet and recognize COE team members and present winning Contractors the award certificate. Districts may also want to recognize winning contractors at their annual meetings as well.

# APPENDIX A

## Safety Success Nomination Forms

This Standard Nomination Form for Contracts (or similar) is required to be used for all submissions to the Safety Success Review Board. Nomination Form can be as short as one or two pages but cannot be any longer than 10 Pages on standard 8.5 in. by 11 in. including the Title/Cover Page, content, photos, etc.

Similar Nomination forms should include all items listed on this nomination form.

Please note that a submission must have an Actual Construction Completion Date entered into RMS.

Photos may be inserted. However, photos are not required.

- 1 - Mark the correct Category for the Nomination.
- 2 - Enter/replace all information requested.
- 3 - Enter Resident Engineers endorsement
- 4 - Make sure that you address each of the 5 Submission justification factors in the order shown.

SUBMISSION JUSTIFICATION (Criteria to be judged)

- *PROJECT DESCRIPTION & COMPLEXITY AND HAZARDS ASSOCIATED WITH THE WORK.*
- *ADVANCED PLANNING (HAZARD RECOGNITION, INNOVATIVE WORK, OR PROGRAMS).*
- *MANAGEMENT INVOLVEMENT (SUBCONTRACTOR INVOLVEMENT, TRAINING INNOVATIVE EFFORTS).*
- *EMPLOYEE INVOLVEMENT (TRAINING PROGRAMS, PROACTIVE AND INNOVATIVE).*
- *INCENTIVE PROGRAMS (METHODS OF AWARD, TYPE AND FREQUENCY).*

**Should you have any questions or comments,  
contact your Safety Success POC.**

# ***SAFETY SUCCESS***

\_\_\_\_ CIVIL < \$5 MIL  
\_\_\_\_ CIVIL > \$5 MIL

\_\_\_\_ MILITARY < \$10 MIL  
\_\_\_\_ MILITARY \$10-\$50 MIL  
\_\_\_\_ MILITARY > \$50 MIL

\_\_\_\_ DREDGING

OFFICE: Enter Office Name Here

CONTRACTOR: Enter Name Here

CONTRACT NO/TASK ORDER NO: DACA01-01-D-0034, 0012

CONTRACT TITLE: Title

CURRENT CONTRACT AMOUNT: \$XXX

CONTRACT COMPLETION  
ACTUAL DATE (RMS): Enter Date Here

MANHOURS TO DATE: XXX

RESIDENT ENGINEER'S ENDORSEMENT:

NAME: \_\_\_\_\_ DATE OF SUBMISSION \_\_\_\_\_  
SIGNATURE

SUBMISSION JUSTIFICATION:

- a. PROJECT DESCRIPTION & COMPLEXITY AND HAZARDS ASSOCIATED WITH THE WORK.*
- b. ADVANCED PLANNING (HAZARD RECOGNITION, INNOVATIVE WORK, OR PROGRAMS).*
- c. MANAGEMENT INVOLVEMENT (SUBCONTRACTOR INVOLVEMENT, TRAINING INNOVATIVE EFFORTS).*
- d. EMPLOYEE INVOLVEMENT (TRAINING PROGRAMS, PROACTIVE AND INNOVATIVE).**
- e. INCENTIVE PROGRAMS (METHODS OF AWARD, TYPE AND FREQUENCY).**

This Standard Construction Safety Manager Nomination Form is required to be used for all submissions to the Safety Success Review Board. Nomination Form cannot be any longer than 5 Pages including the Title/Cover Page. If it is longer, it will not be considered! Please provide submission package to your POC.

**Photos:** Anywhere this photo is shown in this document. It may be replaced with a project/safety related photo.



To replace the photo, click it and press delete. Then select, Insert, Picture, From File and select your photo. Photo may need to be resized. Click the photo and then click on one of the corners and resize. Be careful not to make it too big that it changes the document paging.

Those pages can be changed to have less photos and making them larger.

**Page 1** - - Enter the Fiscal Year (Year) and the Construction Safety Manager name and Title and place any photo(s).

**Page 2** Enter/replace all information requested.

**Page 2-5 - SUBMISSION JUSTIFICATION**

- *CONTRACT PORTFOLIO (Number contracts, value, complexity & difficulty of hazards)*
- *SAFETY EXPOSURE HOURS*
- *LOST TIME ACCIDENTS*
- *TRAINING INITIATIVES*
- *OUTREACH TO CONTRACTORS, CUSTOMERS, ETC.*
- *OTHER INITIATIVES*

Should you have any questions or comments, contact your Safety Success POC.

**SAD SAFETY SUCCESS**  
**Construction Safety Manager**  
**Nomination Form**

<b>FY - XX</b>
<b>NAME</b>
<b>TITLE</b>

**SUBMISSION JUSTIFICATION:**

- *CONTRACT PORTFOLIO (Number contracts, value, complexity & difficulty of hazards)*
- *SAFETY EXPOSURE HOURS*
- *LOST TIME ACCIDENTS*
- *TRAINING INITIATIVES*
- *OUTREACH TO CONTRACTORS, CUSTOMERS, ETC.*
- *OTHER INITIATIVES*



## **CONTRACT PORTFOLIO:**

Number of Active Contracts during FY: XX  
Contract Value of Active Contracts during FY: \$ XXX.XX  
Describe some of the most complex and difficult hazards  
encountered: XX

**TOTAL SAFETY EXPOSURE MANHOURS for FY for  
Manager's Office: XXX**

**LOST TIME ACCIDENTS for Manager's Office:  
XXX**

## **TRAINING INITIATIVES**

Enter TRAINING INITIATIVES Text Here

## **OUTREACH TO CONTRACTORS, CUSTOMERS, ETC.**

Enter OUTREACH INITIATIVES Text Here

## **OTHER INITIATIVES**

Enter OTHER INITIATIVES Text Here

# APPENDIX B

## Sample Division Winner Certificate

Note: Each District is responsible to prepare Certificates for any winners that they might have.



## US Army Corps of Engineers South Atlantic Division



**Outstanding Civil  
Contractor of FY 04  
is presented to**

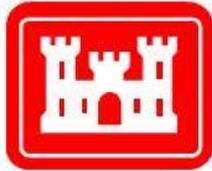
***STREVIICOS/RODIO, A JOINT VENTURE***

**IS AWARDED THE SOUTH ATLANTIC DIVISION'S CIVIL CONSTRUCTION CONTRACTOR SAFETY AWARD FOR 2004 FOR THEIR ACCOMPLISHMENT OF QUALITY CONSTRUCTION WHILE UPHOLDING THE HIGHEST STANDARDS OF SAFETY PERFORMANCE FOR THE PRECEDENT SETTING CONCRETE CUTOFF WALL CONTRACT LOCATED AT WALTER F. GEORGE LOCK, SPILLWAY AND POWERHOUSE, FT. GAINES, GA. IT IS AN HONOR TO RECOGNIZE YOUR ACHIEVEMENT OF OVER 535,000 MANHOURS WITHOUT A LOST TIME ACCIDENT OR FATALITY WHILE PERFORMING THIS DANGEROUS AND HAZDOUS WORK.**

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Michael J. Walsh  
Brigadier General, US Army  
Commanding

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**US Army Corps of Engineers  
South Atlantic Division  
Safety Success Program**



**CONSTRUCTION SAFETY MANAGER OF THE YEAR  
Is presented to:**

*Shelia Wilkerson*

**IS AWARDED THE SOUTH ATLANTIC DIVISION'S, MICHAEL L. WILKERSON, SAFETY EXCELLANCE AWARD FOR THE CONSTRUCTION SAFETY MANAGER OF THE YEAR AWARD FOR 2010, FOR THE ACCOMPLISHMENT OF QUALITY CONSTRUCTION WHILE UPHOLDING THE HIGHEST STANDARDS OF SAFETY PERFORMANCE FOR THE GULF COAST AREA OFFICE. IT IS AN HONOR TO RECOGNIZE YOUR SAFETY EXCELLANCE AND ACHIEVEMENTS IN MAINTAINING A SAFE WORKING ENVIROMENT FOR ALL.**

Major General Todd T. Semonite  
Commander  
South Atlantic Division  
U.S. Army Corps of Engineers